**Forwarding Letter by the Head of Affiliating Institution/University**

***(Must be on institution letter head and must be in the same format)***

The In-charge,

International Collaboration Programme

Indian Council of Social Science Research

Aruna Asaf Ali Marg, JNU Institutional Area

New Delhi - 110067

The\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the organization) forwards the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant) is an employee of this university/institute w.e.f. (Date of appointment) and presently working as (Designation) in the (Department & Name of the University/Institute).

We agree to administer the funds, provide basic research infrastructure facilities, and make available all its research facilities such as library, laboratory and other equipment and required office assistance for the smooth completion of the ICSSR- Japan Society for Promotion of Science (JSPS) Joint Research Project/Joint Seminar. We shall open and maintain a dedicated bank account duly registered at PFMS portal / RBI account for release of the ICSSR Research Grant (Scheme Code-0877) without any delay. (Please refer notification given on ICSSR website – [www.icssr.org](http://icssr.org/sites/default/files/important_notice/2019-PFMS-Notification.pdf)).

If the Project Coordinator leaves our institution due to valid reasons, we would have no objection to the transfer of the Project to a new institution, if the scholar so requests and the ICSSR approves it. The institution, however, shall be responsible for submitting the statement of accounts and utilization certificate for the grant received and utilized. Overhead charges will be apportioned as per ICSSR rules. The Institution maintain and submit the audited statement of accounts and the utilization certificate in Form GFR-12A on completion of the research work. The Institution will refund the unspent balance, if any, out of the grant released by the ICSSR at the earliest possible. In case it is delayed, bank interest at the prevalent rate will be paid on the unspent balance amount.

We acknowledge that the copyright for the project's outcomes will be vested in the ICSSR, and any publication or dissemination of the research findings will be solely at the discretion of the ICSSR.

Signature of the Director of the Institute /

 Principal/ Registrar/

 (with name and stamp)

Place: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_